



Department:	Public works/Utilities
Bargaining Unit:	Mid-Management
Salary Range:	M44
Last Revision:	February 1997

UTILITY SUPERVISOR

DEFINITION

Under general direction, to supervise, assign, review and participate in the work of staff responsible for providing operation and maintenance services related to the water distribution and wastewater collection systems, and to provide responsible staff assistance to the Utility Manager.

SUPERVISION EXERCISED

Exercise direct supervision over maintenance and operation staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing water treatment facility, water distribution system and wastewater collection system operation and maintenance services.

Participate in the selection of assigned staff, provide or coordinate staff training including the areas of work methods, techniques, and the use of operation of equipment; work with employees to correct deficiencies; implement discipline procedures.

Recommend and assist in the implementation of goals and objectives; identify maintenance problems and areas; establish schedules and methods for providing water treatment and distribution system and wastewater collection system operation and maintenance services; implement policies and procedures.

Plan and lay out water treatment and distribution system and wastewater collection system operation and maintenance work projects; prepare time, material, and equipment estimates for assigned jobs; prepare specifications for material and equipment purchases; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise the use and operation of tools, equipment and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.

Participate in the preparation and administration of the assigned budget recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Oversee water treatment plant operations, maintenance and repairs; operate, maintain and adjust treatment plant pumps, motors, valves, electronic monitoring devices, chemical feeders, filter maintenance, backwashing and other equipment to maintain accurate plant operations; accurately maintain, compile and update plant operations logs and reports.

Monitor the treatment of water in the City system; monitor odor control and wastewater flow in the City system; operate wells, chlorination pumps, motors, and submerged wastewater pumps ; assure that the water distribution and wastewater collection systems are operated and maintained in accordance with applicable standards, regulations and specifications.

Utilize and supervise the operations of SCADA equipment to increase efficiencies in operations of the water treatment and distribution system and wastewater collection system.

Schedule and supervise the water meter reading activities.

Meet with contractors, property owners, and others regarding water use, needs, and distribution.

Perform the most complex plumbing, carpentry, and electrical work in the maintenance and operation of the water distribution and wastewater requirements of the City, the State and the pertinent regulatory agencies.

Assist in a variety of Department operation; perform special projects and assignments as requested.

Respond to and resolve inquiries and complaints.

Coordinate assigned services and activities with those of other departments, outside agencies.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive water treatment and distribution system and wastewater collection system operation and maintenance programs.

Principles of employee supervision, training, and performance evaluation.

Operational characteristics and maintenance of a domestic water treatment and distribution system and wastewater collection system including membrane filtration, deep wells, chlorination pumps, motors, submerged wastewater pumps, SCADA and telemetry instruments, control panels, and odor control processes.

Procedures, methods, and techniques of water treatment within a water distribution system.

Procedures, methods, and techniques of odor control within a wastewater collection system.

Materials, methods, practices, and equipment used in water distribution system and wastewater collection system construction, maintenance, and repair activities.

Types and level of maintenance and repair activities generally performed in water distribution system and wastewater collection system maintenance and repair programs.

Recent developments, current literature, and sources of information related to water treatment and distribution system and wastewater collection system construction, maintenance and repair.

Basic mechanical and electrical systems.

Pertinent policies, procedures, and codes related to the maintenance and repair of water and wastewater related facilities and equipment.

Occupational hazards and standard safety precautions necessary in the assigned area of work.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Basic principles of budget preparation and control.

Safe driving principles and practices.

Skill to:

Operate a wide variety of equipment, machinery, and tools used in water treatment and distribution system and wastewater collection system construction, maintenance, and repair in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of water treatment, distribution and wastewater collection maintenance operations personnel.

Select, supervise, train and evaluate staff.

Organize, direct, and implement maintenance schedules.

Conduct studies, prepare reports, and determine cost-effective ways to perform water treatment, distribution and wastewater collection maintenance operations.

Operate and maintain water treatment and distribution system and wastewater collection system construction, maintenance, and repair machinery and equipment.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Select and maintain machinery and equipment used in the area of work.

Assist in budget preparation and monitoring.

Prepare and maintain records and prepare comprehensive technical and statistical reports.

Read, interpret, and apply a wide variety of technical information from manuals, drawing, specifications, layouts, blueprints, and schematics.

Identify water distribution and wastewater collection maintenance operations needs and take corrective actions.

Ensure the maximum utilization of manpower, equipment, and supplies.

Ability to:

Accurately determine project material needs.

Respond to requests and inquiries from the general public.

Independently perform the most difficult water treatment and distribution and wastewater collection maintenance operations system duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five (5) years of increasingly responsible experience in the construction, maintenance, and repair of water treatment and distribution systems and wastewater collection systems, including at least two (2) years of supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level or specialized training in water treatment methods wastewater collection construction methods, personnel supervision, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver=s license.

Possession of, or ability to obtain a Grade III Water Distribution Operator Certificate and a Grade III Water Treatment Plant Operator Certificate issued by the State of California, Department of Health Services.

License or Certificate:

Grade II Wastewater Treatment Certificate issued by State Water Resources Board, highly desirable.

Possession of, or ability to obtain a Cross Connection Control Specialist Certificate issued by the University of Southern California or American Water Works Association.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Employees in this class are expected to be well groomed and wear appropriate attire in representing the City.

Effective Date: February, 1997